2025-2026 WJ Roles & Responsibilities

	Meghan Amado Principal	**Bonnie McAneny** Assistant Principal	**Michele Morgan** Executive Assistant to Administrators	**Donna Duckworth** Administrative Assistant

Direct Reports	• Assistant Principal (1)
	• Administrative Assistants (2)
	• Custodians (8)
	• Cafe manager/staff (4)
	• Teachers
	  ○ Evaluation of 24 certified staff
	• Paras
	  ○ Evaluations of 17 staff (shared with AP)
	• Nurses (2)
		• Teachers
		  ○ Evaluations of 24 certified staff
		• Paras
		  ○ Evaluations of 17 staff (shared with Principal)
			• Substitutes	

Assignments (Building Level)	• School Safety and monitoring of safety drills • School Budget • Master Schedule • Interview, hiring of new staff • Monitoring curriculum development and support teachers throughout the process • PLCs and training for teachers • PPT facilitator • MTSS facilitator • WJ Team Leaders and leadership team meeting • Planning for Staff and Leadership Team Meetings • Weekly staff communication • Creation and monitoring of the School Improvement Plan • Planning of Professional development days • Parent drop off/PM buses and Pick up • Monitoring student and staff safety and well-being throughout the day	• Master Schedule • Interviewing and hiring of new staff/substitutes • Monitoring curriculum development and support teachers throughout the process • PLCs and training for teachers • Student discipline and investigations • 504 facilitator • Student schedules • Staff duties and lunch schedules • SBAC testing coordinator • Planning for Staff and Leadership Team Meetings • Weekly staff communication • Creation and monitoring of the School Improvement Plan • Planning of Professional development days • Parent drop off/PM buses and Pick up • Monitoring student and staff safety and well-being throughout the day	• Office Manager • Anticipate needs of administrators • Scheduling admin meetings/overseeing calendars • ParentSquare Manager • Website • Red Rover Staff Absences manager • Reconcile Staff Time Sheets • PowerSchool Scheduling & changes in classes • Report cards/Honor Roll • Purchase orders/Munis • Budget Entry • Assign substitutes where needed • Logical Attendance Tracker/Attendance Letters • ML Schedules-building usage • Pay to Play/ MyPaymentsPlus coordinator • PPT/504 scheduling and	• Answer main telephone line • Student Attendance • Student enrollment/withdrawal (liaison between districts and students) • Cumulative Files • Student Transportation • ML Schedules-WJ building usage • Liaison to LifeTouch-Picture Day Coordinator • Assist Parents w/PowerSchool Parent Portal accounts • Liaison to PTO • Access Control Concierge/Raptor Backup

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	• School climate • WJ Crisis & Support Team • Attend team meetings • Regular collaboration and communication with Pupil Services, union representatives, and instructional specialists • Supervision of after-school events (dances, sporting events, concerts, parent/community events, etc.) • Parent and community communications • PTO liaison • Community liaison (partnerships include: Youth services, senior center, VFW, SRO, etc.)	• School Climate • WJ Crisis & Support Team • Attend team meetings • Regular collaboration and communication with Pupil Services, union representatives, and instructional specialists • Supervision of after-school events (dances, sporting events, concerts, parent/community events, etc.) • Parent and community communications • PTO liaison • Community liaison (partnerships include: Youth services, senior center, VFW, SRO, etc.)	paperwork tracker (CT SEDS) • Student activity fund • Discipline entry to PS • Assist Students with their PowerSchool Accounts • Chromebook Repair/Replacement Invoices • School Inventory • Field Trip Transportation Coordinator	
Assignments (District Level)	• DCT Committee • Safety Committee • District Leadership • District MTSS	• Student Wellness Committee • Professional Growth and Development • PACT Work Group Co-Facilitator	• ML Schedules Maintenance/District building usage • Calendar Committee	